No. 5/1/2019 -CS.II(C)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi –110 003
Dated: 17th May, 2019

OFFICE MEMORANDUM

Subject: **Updation of data in respect of Steno Grade 'D' and PA Grade of CSSS- reg.**

The undersigned is directed to refer to this Department's OM of even number dated 12.04.2019 on the subject cited above and to say that the information in respect of Stenos Grade 'D'/Personal Assistants of CSSS who are posted in all the Ministries/Departments is required to be updated for purposes such as filling of Immovable Property Return (IPR), updation of web-based data of PAs, filling up of unfilled vacancies, record maintenance, preparation of CSL etc.

2. The defaulting cadre units are, once again, requested to furnish the requisite information in respect of Steno Grade 'D'/PA Grade **as on 01.04.2019** in the proforma attached by **24.05.2019** positively to enable this Department to update the records of PA Grade.

Encls:- As above

(Dinesh)
Under Secretary to the Govt. of India
Tel. No. 24654020

To

The defaulting cadre units of CSSS.
(through website of this Department)

Annexure-I

S.No.	Name of Ministry/Department	Sanctioned strength in PA Grade	Incumbency	vacancy

Details of PA presently working in the Ministry/Department (As on 01.04.2019)

S. No.	Name of Ministry/Deptt. and name of the office where posted whether at Delhi or outstation posts	CSL No.	Name	Date of Birth	Category	SLY	Mode (SQ/ LDCE)	Date of joining in PA Grade	Date of posting in present Ministry /Deptt.	Remarks, if any

Annexure-II

S.No.	Name of Ministry/Department	Sanctioned strength in Steno Grade 'D'	Incumbency	vacancy

Details of Steno Grade 'D' presently working in the Ministry/Department (As on 01.04.2019)

S. No.	Name of Ministry/Deptt. and name of the office where posted whether at Delhi or outstation posts	CSL No.	Name	Date of Birth	Category	SLY	Date of joining	Date of posting in present Ministry /Deptt.	Remarks, if any

Annexure to DoP&T's OM No. 5/1/2019-CS-II(C) dated 15.05.2019

To

1. US (Admn.), M/o Civil Aviation, Rajiv Gandhi Bhavan, New Delhi.
2. US (Admn.) M/o Coal, Shastri Bhawan, New Delhi.
3. US (Admn.), M/o Commerce & Industry, Udyog Bhavan, New Delhi.
4. US (Admn.), M/o Env. & Forests, Indira Paryavaran Bhavan, New Delhi.
5. US (Admn.), D/o Expenditure, North Block, New Delhi.
6. US (Admn.). D/o Fertilizers, Shastri Bhavan, New Delhi.
7. US(Admn.), D/o Food Processing Industries, Panchsheel Bhawan, New Delhi.
8. US (Admn.), M/o Health & Family Welfare, Nirman Bhavan, New Delhi.
9. US(Admn.), M/o Housing & Urban Affairs, Nirman Bhawan, New Delhi.
10. US (Admn.), D/o Industrial Policy & Promotion, Udyog Bhavan, New Delhi.
11. US (Admn.), M/o Information & Broadcasting, Shastri Bhavan, New Delhi.
12. US(Admn.), D/o Legal Affairs, Shastri Bhawan, New Delhi.
13. US (Admn.), M/o Mines, Shastri Bhavan, New Delhi.
14. US (Admn.), M/o Minority Affairs, CGO Complex, Lodi Road, New Delhi.
15. US(Admn.), M/o MSME, Udyog Bhawan, New Delhi.
16. US(Admn.), M/o Panchayati Raj, Krishi Bhawan, New Delhi.
17. US (Admn.), D/o Personnel & Training, North Block, New Delhi.
18. US (Admn.), M/o Petroleum & Natural Gas, Shastri Bhavan, New Delhi.
19. US (Admn.), M/o Power, Shram Shakti Bhavan, New Delhi.
20. US (Admn.), D/o Science & Technology, Technology Bhavan, New Delhi.
21. US(Admn.), D/o Higher Education, Shastri Bhawan, New Delhi.
22. US (Admn.), M/o Shipping, Transport Bhavan, New Delhi.
23. US(Admn.), M/o Skill Dev. & Entre., 2nd Floor, Annexe Building, Shivaji Stadium, New Delhi.
24. US (Admn.), M/o Social Justice & Empowerment, Shastri Bhavan, New Delhi.
25. US (Admn.), M/o Steel, Udyog Bhavan, New Delhi.
26. US (Admn.), D/o Telecommunication, Sanchar Bhavan, New Delhi.
27. US (Admn.), M/o Textiles , Udyog Bhavan, New Delhi.
28. US (Admn.), M/o Tribal Affairs, Shastri Bhavan, New Delhi.
29. US (Admn.), M/o Women & Child Development, Shastri Bhavan, New Delhi.
30. US (Admn.), D/o Animal Husbandry, D & F, Krishi Bhavan, New Delhi.
31. US(Admn.), M/o AYUSH, AYUSH BHAWAN, B Block, GPO Complex, INA, New Delhi.
32. US(Admn.), M/o DoNER, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi.